

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF ARKANSAS

Position Title:	Secretary to a U. S. Magistrate Judge
Location:	Little Rock Office-Announcement # 06-J06 BD
Closing Date:	October 13, 2006
Starting Salary/Range:	\$42,955 - \$51,972(JSP Grade 9/1 to 11/1)* *depending on qualifications and experience
Tour of Duty:	Full-time, Permanent to begin January 8, 2007

Position: The U. S. District Court, Eastern District of Arkansas, has a position open for a secretary to a United States Magistrate Judge. A secretary to a U. S. Magistrate Judge performs all duties as directed and scheduled by the judge, including: (1) manages office; (2) receives and screens visitors, telephone calls and incoming correspondence; (3) types correspondence, memoranda, opinions, speeches and edits material for uniformity of style, citations and format; and (4) organizes and supervises files.

Qualifications: Must be a high school graduate or equivalent, with at least five years experience as a secretary of which four years must be as a legal secretary. Must possess accurate typing skills of 65 wpm, knowledge in spelling, rules of grammar, punctuation, filing and telephone usage. Must be proficient in the use of a computer, including Windows and WordPerfect. A legal background and college preferred. Transcript of academic record may be required.

Employees of the United States District Court are entitled to benefits which include the retirement system, health benefits, life insurance and disability insurance programs, scheduled holidays and annual leave program, and periodic salary increases. This position is subject to mandatory EFT participation for payment of net pay. Only the most qualified applicants will be interviewed. The selected candidate must successfully complete a FBI background check as a condition of employment

Qualified applicants may submit a resume to:

**Clerk, United States District Court #06-JO6 BD
600 West Capitol, Suite 402
Little Rock, AR 72201-3325**

**** The Court is an Equal Opportunity Employer ****